

JOB DESCRIPTION

JOB TITLE: Assistant Controller		FLSA STATUS: Exempt
SUPERVISOR: Controller	PAY GRADE: Commensurate	SUPERVISOR RESPONSIBILITIES: Yes

ESSENTIAL DUTIES:

1. Maintains thorough knowledge of financial requirements and manages finances and financial systems to ensure compliance with Generally Accepted Accounting Principles (GAAP), the Code of Federal Regulations, and particularly, 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), statutory requirements, contract language, and other related federal/state/grantor regulations.
2. Assists with maintaining of written organizational financial policies, procedures, and internal controls addressing cash management; disbursements; cost allocation; procurement; travel; time records and payroll; inventory; record retention and destruction; etc.
3. Prepares financial materials; performs financial analysis; prepares internal and external reports, graphs, charts, etc.
4. Assists with budget preparation and revisions.
5. Ensures federal, state, local, and internal financial reports and statements are accurately prepared and distributed on time.
6. Assists with remedying financial problems, findings, etc. and/or implementing recommendations.
7. Assists with procurements and bidding.
8. Assist with financial monitorings and audits.
9. Assist with developing, maintaining, documenting, and testing cost allocation methodologies.
10. Assist with cost savings by analyzing, evaluating, and proposing financially sound recommendations.
11. Assists with accounts payable, receivable, and payroll processing.
12. Responsible for inventory management including compliance with internal and external disposition requirements.
13. Reviews and posts journal entries; bring attention to non-routine entries with finance and management staff.
14. Maintains knowledge of and understands the capabilities of accounting software and systems.
15. Assists with preparing responses to financial information requests.
16. Assists with benefit management.
17. Monitors and mitigates risk.
18. Maintains professional and technical knowledge by attending trainings, reading professional publications, and dialoguing with peers.
19. Performs the duties of the fiscal staff in their absence.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, self-starter, quick learner; analytical thinker; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense; and excellent listening, communication, and interpersonal skills.

Education and/or Experience: Accounting bachelor's degree and five years of accounting experience or a combination of accounting education and experience. Nonprofit accounting experience preferred but not required.

Computer Skills: To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including the Windows Operating System and Microsoft Word, Excel, Outlook, PowerPoint, and accounting Software; MIP Accounting software experience preferred.

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.
- The employee must occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock.
- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job are:

- Random drug testing may be required.
- Maintains acceptable results for any required clearances.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

The statements contained herein describe the scope of the responsibility and essential duties of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION; IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

Employee Signature

Date

Immediate Supervisor Signature

Date